Fermilab

FermiWorks
Entering in Skills (Work Experience) as Part of a Talent Review- Manager
5.17.16

The Lab will periodically launch a Talent Review to employees to have them enter and update their skills (work experiences) in Fermiworks. After the employee enters their skill and level, it will go to their manager for review and approval. Adhoc changes can also be made and are noted in the instructions for Entering in Skills- Ad Hoc.

1. Click on the Talent Review for your Employee in your Fermiworks Inbox
2. Select either the Guided Editor or the Summary option.
3. The Guided Editor will show your employee's job details.
4. The next screen is the Work Experience/Skills page. *Click on the actual skill* and the Details area will be visible and c*lick on the Details* to see if your employee entered any notes regarding the skill. Do this for each skill.
5. If the selected level is incorrect you may change it. You also can change the skill they selected if you feel another one is more appropriate, or you can even Add a Skill if you select the Add button.
6. The level Currently Unconfirmed is for Managers only and is intended to provide a way for you to comment that the employee may have that skill, but it is not part of their current job so you are unable to confirm the level they have chosen.
7. Once you click Approve, the employee will be notified that their Talent Review has been approved.

> **Note: If you make any changes to the employee's skills, you must discuss the changes with them. Please contact your HR Partner before using the Deny option.**